

SPECIAL ORDER NO. 16

April 13, 2009

SUBJECT: MANAGEMENT OF SECRET SERVICE FUNDS BY NARCOTICS ENFORCEMENT DETAILS; EXPENDITURE - SECRET SERVICE FUNDS, FORM 15.37.01 - REVISED AND NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS, FORM 15.37.02 - DEACTIVATED

PURPOSE: The purpose of this Order is to amend an item in Special Order No. 33, 2007, "Re-assignment of the Department Gang Coordinator; Functional Supervision for Narcotics Enforcement Detail (NED) Personnel - Revised; and NED Radio Protocols," which was affected by Department reorganization. In addition, this Order revises and clarifies procedures for the completion of the Expenditure of Secret Service Funds, Form 15.37.01, and deactivates Narcotic Expenditure - Secret Service Funds, Form 15.37.02.

PROCEDURE: The administration and management of Secret Service Funds have been transferred from Narcotics Division (ND) to the respective geographic bureau commanding officers (C/O's) concerning Area NEDs. Each operational bureau that has been designated by the Chief of Police (COP) to receive Secret Service Funds shall designate a bureau Secret Service Funds Coordinator. The Bureau Secret Service Funds Coordinator may be the Bureau Vice Coordinator or the C/O's designee. Additionally, an Area/division that has been designated by the COP to receive Secret Service Funds shall designate a Secret Service Funds Coordinator and may be the NED Officer in Charge (OIC), Vice Supervisor, or whomever the Area/division C/O designates.

Note: Both the Bureau Secret Service Funds Coordinator and the Area/division Secret Service Funds Coordinator shall have direct supervisory control over the Secret Service Funds, but not the Witness Protection Funds, and shall ensure the funds are used as follows in accordance with Department Manual Section 3/355, Secret Service Funds.

This revises the "Commanding Officer, Narcotics Division, Responsibilities" in Special Order No. 33, 2007, as well as Department Manual Section 2/495.15.

I. NARCOTICS ENFORCEMENT DETAIL SUPERVISOR'S RESPONSIBILITIES. Area NED supervisors shall have the following responsibilities and ensure their subordinate personnel adhere to the following procedures and protocols:

- * Submit the completed Expenditure of Secret Service Funds form and the Detective Activity Log (DAL) to the concerned officer's supervisor no later than the end of watch of the following work day;
- * Review the Expenditure of Secret Service Funds form and all related reports for accuracy and then forward the signed/approved form to the next level of supervision; and,
- * Maintain a Monthly Report of Secret Service Money, Form 15.37.00, for issued or expended Secret Service Funds.

Note: The bound Monthly Report of Secret Service Money shall include the following:

- * Date, time, and location of Secret Service Fund expenditure;
- * Amount;
- * Type of expenditure or transfer of funds;
- * Signature, printed name, and serial number of officer receiving and officer disbursing;
- * A running balance of funds;
- * Control numbers that correspond with the edits; and,
- * Dates of reconciliation.

II. AREA/DIVISION SECRET SERVICE FUNDS COORDINATOR'S RESPONSIBILITIES. The Area/division Secret Service Funds Coordinator shall:

- * Monitor that funds shall only be expended when necessary and in furtherance of criminal investigations that fall within the area of responsibility of the C/O;
- * Dispense Secret Service Funds to the Area NEDs, vice units, and other details as needed; and,
- * Reconcile the Area vice and narcotics expenditures on the monthly Area report and submit it to the Bureau Secret Service Funds Coordinator by the third working day of the calendar month following the month reported.

III. BUREAU SECRET SERVICE FUNDS COORDINATOR'S RESPONSIBILITIES. The Bureau Secret Service Funds Coordinator shall:

- * Conduct periodic audits of the Monthly Report of Secret Service Money and the Expenditure of Secret Service

Funds;

- * Maintain the Bureau Monthly Report of Secret Service Money and forward it to Fiscal Operations Division; and,
- * Review the monthly report submitted by the Area/division Secret Service Funds Coordinator.

Note: Witness Protection Expenditures shall be reported separately from narcotics and vice expenditures.

IV. EXPENDITURE OF SECRET SERVICE FUNDS, FORM 15.37.01 - REVISED. In the past, separate forms were used for the expenditure of Secret Service Funds for narcotics and vice investigations. The Expenditures of Secret Service Funds have now been combined to create a single form that facilitates both narcotics and vice expenditures.

A. Use of Form. The use of this form remains unchanged.

B. Completion. Current completion procedures remain in effect with the following revisions:

- * A "Narcotics, Vice, or Other" checkbox has been added below the heading due to the consolidation of this form;
- * In the "Commanding Officer" signature box, the new vice expenditure amounts have been listed; and,
- * In the "Approving Supervisor/Commanding Officer" signature box, the new narcotic expenditure amounts have been listed.

Completion instructions, as it pertains to narcotics or vice investigations, is attached and will be posted in LAPD Forms on the Department's Local Area Network (LAN).

C. Distribution. The distribution of this form has not changed.

V. NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS, FORM 15.37.02 - DEACTIVATED. The Narcotic Expenditure - Secret Service Funds, Form 15.37.02, has been deactivated and replaced by the Expenditure of Secret Service Funds. All deactivated forms shall be marked "obsolete" and placed in a divisional recycle bin.

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FORM AVAILABILITY: The Expenditure of Secret Service Funds, Form 15.37.01, with completion instructions will be available in LAPD Forms on the Department's LAN. A copy of the form is attached for duplication and immediate use.

AMENDMENTS: This amends Department Manual Sections 2/495.15, 3/355, 3/355.10, 3/355.20, 5/15.37.01, and 5/15.37.02.

AUDIT RESPONSIBILITY: The respective geographic bureau shall monitor this Order in accordance with the Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

Attachments

DISTRIBUTION "D"

NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS FORM COMPLETION INSTRUCTIONS

Use of Form. The Form 15.37.01 is used to record the expenditure of Secret Service funds for narcotic investigations. The Form 15.37.01 shall be completed by the officer making the expenditure no later than the following workday as follows:

Completion. The I/O shall complete all applicable sections of the form and shall ensure that any changes and/or modifications made on the form are lined out and initialed by the concerned I/O. No white out, liquid paper or correction tape shall be used to make corrections to this form. All forms shall be completed in black ink. The majority of the boxes on this form are self-explanatory, but the following boxes may need clarification:

1. **Control Number:** This section shall be left blank. The Divisional Financial Coordinator will issue a control number at the time the funds are disbursed and the expenditure is recorded in the Secret Service Fund Log Book.
2. **Division/Unit Reporting:** This section shall indicate the division and the unit expending the funds (i.e., Wilshire/NED.)
3. **Type of Investigation:** Indicate type of investigation (i.e., Prostitution, Secret Service Fund (SSF), etc.)
4. **NED-Bureau Control No. (Complete for NED only):** This section shall be completed with the sequential number assigned by the Detective III Squad leader for all GIT, Narcotics Enforcement Detail (NED) expenditures.
5. **DR No:** This section shall be the Division of Records (DR) number of the property report. If there is no property booked, the DR number of related reports may be used. Leave this section blank if there are no related reports.
6. **Informant No:** This section shall contain the Informant Control Package number assigned to the informant.
7. **Exact Address (include business name, if applicable):** This section refers to the location where the funds were expended and shall include the street number, complete street name and the city if the expenditure occurred outside the City. The name of the business shall be included if the expenditure was paid to the business. The name of the business is not necessary if the narcotic buy or attempted buy merely takes place at the location of the business. Also, the address that is entered in Section 7 and 8 will depend on whether the informant's attempted narcotic purchase was successful or unsuccessful. The following two examples shall be used as a guide.
8. **Amount Spent:** This section shall be completed as follows, total amount: **(No corrections are permitted in this section)**
9. **Expenses:** List all expenses incurred by an officer or informant, except narcotic purchases and payments to informants. The exact expense amount must be indicated. Obtain receipts and attach them to the chit; if there are no receipts, explain that fact in the narrative section.
10. **Narcotic Buy:** List the exact amount expended for an undercover narcotic purchase by an informant or officer, including attempted buys where the officer or informant was ripped off.
11. **Witness Protection:** List the exact amount of payment used for Witness Protection.
12. **Informant:** List the exact amount of payment to an informant for services or information.

NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS FORM
COMPLETION INSTRUCTIONS

13. **Total Spent:** The amount of expenses in Sections 9, 10, 11, and 12 shall be totaled and listed.

14. **Vehicle Rentals:** List vehicle rental information

15. **Vehicle Rental Receipt No.:** List vehicle rental receipt number.

16. **Agency Name:** List vehicle rental agency name.

17. **Vehicle Lic. No.:** List rental vehicle license number.

18. **Vehicle Description:** Give description of rental vehicle.

19. **Rental Dates:** List rental dates of rental vehicle.

20. **Price Per Day:** List the price per day of rental vehicle.

Contraband Seized: This section is used to indicate the type and quantity of contraband seized. If narcotics are seized, the total weight of each narcotic, in grams, shall be entered. For example, if an undercover officer purchases 0.7 grams of rock cocaine from a suspect, who is subsequently arrested, and the buy money is not recovered, and 1.0 gross grams of rock cocaine is recovered from a co-arrestee, then the total seized amount would be recorded, in the Contraband Seized – Cocaine section, as 1.7 gross grams of rock cocaine.

- **Heroin:** Indicate type (Mexican brown, Southeast Asian, tar, etc.).
- **Marijuana:** Indicate type if known (Chronic, Sensemilla, etc.).
- **Cocaine:** Indicate type (rock or powder).
- **Dangerous Drugs:** Indicate type (Phencyclidine [PCP], Lysergic Acid Diethylamide [LSD], methamphetamine, barbiturates, methaqualone, etc.).
- **Other:** Indicate type (opium, hashish, etc.) Also include firearms, stolen property, cash and other property seized.

21. **Narrative:** In this section, accurately describe the reason for the expenditure and the results of the investigation. Indicate arrests and the results, include booking and/or Release from Custody numbers, charges, Complaint Applications, Investigation Continuing, etc. This section is also used to describe those situations involving further explanation, such as the booking of evidence containing residue for analysis. For example, if several coke pipes containing cocaine residue were booked, this section would be used to explain the total weight of the seized cocaine residue including the weight of the pipes. This clarifies the fact that the weight recorded in the Contraband Seized – Cocaine section of the Form 15.37.01, represents the weight of the seized cocaine and the weight of evidence that contains cocaine residue.

22. **Commanding Officer Certification:** Expenditures of \$100 or more for vice investigations and \$200 or more for vehicle rentals require the signature of the Commanding Officer (CO).

23. **Certifications:** Officer expense *certifications must be handwritten in cursive writing*.

24. **Officer Certifying/Serial No.:** This section shall be signed by the officer expending the funds with the officer's full payroll signature and serial number.

NARCOTIC EXPENDITURE - SECRET SERVICE FUNDS FORM COMPLETION INSTRUCTIONS

25. Approving Supervisor/Commanding Officer/Serial No: This section shall be signed by the concerned supervisor or CO who pre-approves the expenditure. See the following approval schedule for reference:

\$.01 to \$100.00 Detective II (DII)/Sergeant
\$100.01 to \$500.00 Detective III (DIII)/Lieutenant
\$500.01 and over CO or Acting CO (ACO)

26. Acknowledgement of Receipt: This section is used for informant payments. The informant must indicate in *cursive handwriting* the exact amount received. If the informant cannot comply, the certifying officer may fill in the amount and have the informant place his/her initials beside the filled in amount.

27. Signature of Person Receiving: The informant shall sign for all money paid to him or her for any service or information provided.

28. Witnessing Supervisor: All informant payments up to and including \$500.00 shall be witnessed by the concerned supervisor (DII or above). The supervisor witnessing the informant payment ***shall be present during the payment*** and sign his or her payroll signature and serial number in this section. Any informant payment of \$500.01 and above shall be witnessed by a DIII or above.

29. Supervisor Approving Report(s): The supervisor approving the reports shall sign this section after verifying the completion and accuracy of the Form 15.37.01 and **all** related reports (e.g., Arrest Book, Arrest Report, Property Report, Informant Control Package, etc.).

30. Witnessing Supervisor/Officer in Charge: The witnessing supervisor shall be present during the informant payment and sign his or her full payroll signature and serial number in this section. Any informant payment over \$500.00 shall be witnessed by a DIII or above.

Control No.		<div>EXPENDITURE OF SECRET SERVICE FUNDS</div> <div><input type="checkbox"/> Narcotics<input type="checkbox"/> Vice<input type="checkbox"/> Other</div>					Division/Unit Reporting					
Date and Time Expenditure Completed (include beginning and ending time) -				Type of Investigation		ND Bureau Control No. (Complete for ND Only)						
DR No. <div><input type="checkbox"/> 03.18.00<input type="checkbox"/> 03.19.00</div>						Informant No.						
Exact Address (include business name if applicable)												
AMOUNT SPENT		EXPENSES		NARCOTICS BUY		WITNESS PROTECTION		INFORMANT		TOTAL SPENT		
VEHICLE RENTALS	VEHICLE RENTAL RECEIPT NO.		AGENCY NAME		VEHICLE LIC. NO.		VEHICLE DESCRIPTION		RENTAL DATES -		PRICE PER DAY	
CONTRABAND SEIZED: Weights should match that listed on the Property Report, Form 10.10.00. List Specific Drug Types and Quantities in Gross Grams (GG).												
<div>NARRATIVE: 1. Itemize Expenses; 2. Results (Include all Arrestees' Names, Charges, Booking/RFC Nos., Complaint Applications, Investigation Continuing, etc.)</div> <div><input type="checkbox"/> No Receipt Obtained Due to Undercover Investigation</div>												
<div>Expenditures of \$100 or more for vice/non-narcotics investigations and \$200 or more for vehicle rentals require the signature of the commanding officer.</div> <div>_____ Commanding Officer Signature</div>												
I hereby certify that I have expended _____ dollars in furtherance of a police investigation and in accordance with provisions of LAAC Section 22.242. (AMOUNT SHALL BE HANDWRITTEN).												
Officer Certifying				Serial No.		Approving Supervisor/Commanding Officer				Serial No.		
						<u>Narcotics Expenditure (\$01 - \$100 - D-II, SGT: \$100.01 - \$500.00 - D-III, LT: \$500.01 and over - CO.</u>						
I acknowledge receipt of _____ dollars as reimbursement for expenses incurred during the investigation indicated above. I understand that the money I receive is taxable income and must be reported to the appropriate tax authorities, including the Internal Revenue Service. (AMOUNT SHALL BE HANDWRITTEN).												
Signature of Person Receiving					Witnessing Supervisor							Serial No.
Supervisor Approving Report(s)				Serial No.		Witnessing Officer in Charge/Lieutenant				Serial No.		
						<u>Narcotics Expenditure (Over \$500.00)</u>						

Reporting Vice Expenditures - Expenditure of Secret Service Funds, Form 15.37.01.

The Form 15.37.01 shall be completed by the officer making the expenditure no later than the following workday, as follows:

EXCEPTION: Organized Crime and Vice Division shall only complete an original of the Form 15.37.01 for their records.

- * All forms shall be completed in black ink;
- * The "CONTROL NUMBER" will be assigned to each completed Form 15.37.01 by the officer in charge of each divisional vice unit. The number will correspond with an entry reflecting each expenditure located within each Divisional Vice Expenditure Log Book. Control numbers will reflect transactions made on a monthly basis and will ensure that accurate accounting of Secret Service funds is conducted;
- * The "DATE AND TIME EXPENDITURE COMPLETED" box shall indicate the month, day, year, and beginning and ending time of the investigation;

Note: The date shall be written out (i.e., January 1, 2000).

- * The exact address and name of location shall be recorded;
- * Form 03.18.00 investigations shall be noted by placing "X" in the "03.18.00" box and recording the DR number in the "DR" box; the exact amount of the expenditure shall be recorded in the "AMOUNT SPENT" box (do not round off);
- * The nature of the expenditure, e.g., bookmaking, prostitution, intelligence information, etc., shall be indicated in the "TYPE OF INVESTIGATION" box;
- * Expenditures shall be itemized, and include the purpose of each expenditure;
- * The number of officers involved in the investigation and their names and serial numbers shall be recorded in the "NARRATIVE" box;
- * The results of the expenditure, e.g., itemized expenses, results (including all Arrestees' Names, Charges, Booking/RFC Nos., Complaint Applications, Investigation Continuing), etc., shall be indicated in the "NARRATIVE" box. In the case of multiple arrests, sufficient information for reference to other arrests is required. Booking numbers shall also be indicated in the "NARRATIVE" portion of the form;
- * The check box "NO RECEIPT OBTAINED DUE TO UNDERCOVER INVESTIGATION" shall be used when officers are unable to obtain a receipt for expenditures during undercover investigations;
- * The amount of the expenditure shall be written, not printed, in the "I HEREBY CERTIFY" box;
- * The officer requesting/receiving funds shall sign his or her payroll signature. The approving supervisor shall sign his or her payroll signature at the time the form is approved. Rubber stamps shall not be used;
- * The approving supervisor shall be responsible for the completeness and accuracy of the form and the appropriateness of the expenditure; and,

Note: Forms completed by Area detectives shall be approved by the concerned detective's immediate supervisor (Detective III or above). Vice supervisors shall not approve detective expenditures.

- * Alterations are not permitted in "DATE AND TIME EXPENDITURE COMPLETED" or "AMOUNT SPENT" boxes. All other alterations shall be neatly lined out and initialed by the certifying officer.